

October 2017

Headteacher: Mr S Woods

Dear Parents

Upper Shirley High School
Bellemoor Road
Shirley
Southampton
SO15 7QU

Work Experience (16th – 20th July 2018)

At USH we know that work experience provides an invaluable insight into life after school and informs future choices. Recruitment specialist, Reed Executive, report that almost three quarters of the UK's top businesses prefer to recruit people with work experience on their CV. They also explain that 73% of businesses would employ someone with work experience over one without and 94% of employers believe that work experience can add real skills.

Feedback from students and employers has been extremely positive with regard to the employability skills and confidence gained. In the past a number of students have secured part-time jobs/apprenticeships from taking part in work experience.

Students, with parental and school support, are expected to find their own work placement. It may be beneficial to discuss any career plans your son/daughter may have to help identify placements of interest. Some placements are more difficult than others to secure, therefore, it is essential to identify and contact a placement as soon as possible.

Once a placement has been identified, the details need to be recorded on the attached 'Placement Form'. Please return the completed form to school no later than Monday, 19th February.

If you have any queries please do not hesitate to contact your son/daughter's tutor or myself.

Yours sincerely

Carey Anderson
Careers Adviser/Work Experience Co-ordinator
carey.anderson@ushschool.org

**Upper Shirley High
Work Experience – 16th – 20th July 2018**

Student Name

I agree to participate in the USH work experience scheme. I will not disclose any information confidential to the employer, which I obtain during this period of work experience. I will obey all safety, security and other instructions given by the employer

Signed:

Parental Consent

As a parent/carer of the above learner, I confirm that I have read the placement title and I am willing for her/him to participate in work experience with the employer for the agreed period of time. I also confirm that she/he is medically fit to undertake the placement

I understand that there may be a charge imposed by the school if my son/daughter is going out of Southampton/South West Hampshire area to participate in their work experience.

Signed

Employer Details

Company Name.....

Address.....

.....Post code

Contact Name Tel no

Mobile no E-mail

Placement title

Dress Code Hours of Work

As a representative of the above employer I agree to the learner named above working on my premises and acknowledge my responsibilities under the Health and Safety Work Act. The learner’s age and inexperience will be taken into account when agreeing tasks, and I understand that the student must not undertake prohibited activities

I also confirm that:-

I have Employer’s Liability Insurance **Yes/No**

I will agree to a health and safety check and young persons risk assessment, and produce the appropriate paperwork

Signed Name (print)

Date